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DPD-0668-61

MEMORANDUM FOR : Chief, Personnel Section, DPD-DD/P

SUBJECT : Action Requested of Personnel Section

25X1A

1. As a result of the recent survey by [REDACTED] it has been determined that several actions require immediate implementation in the field of personnel management. Among these the lack of clearly defined areas of responsibility and adequate written policy on procedural guides is reducing the effectiveness of the Division. It is requested that you prepare functional statements for each key position within the Division. Such statements should include at the least all Branch Chiefs and senior staff positions. You should also take necessary actions to fill the vacant positions in the Material Branch and Air Operations Support Section, Operations Branch.

2. Of a lesser priority nature but still of prime importance to the Division, you should establish a clerical committee to (a) develop a DPD correspondence handbook and (b) to conduct training in Division administrative procedures and use of the correspondence handbook. In view of their positions, it is suggested that [REDACTED] be members of this committee.

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3. I also wish to call to your attention the following paragraph which has been extracted from the report and quoted to you for whatever information and action you deem appropriate.

"The plan of a successful organization will provide a "ladder" of positions of increasing scope of responsibility, authority and accountability so related to each other that at all times there are replacements in training for each higher position. This situation does not exist in DPD. Too much reliance is placed on obtaining generally qualified personnel from Agency Career Boards and from the military services. The present policy of placing DPD field experienced personnel in key positions is a step in the right direction and will improve the general level of management provided these personnel are employed in their functional speciality. However, immediate staff attention should be given to the long-range personnel requirements of DPD particularly so since in many cases the type of personnel required are not available outside DPD."

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4. Please coordinate your efforts with Chief, Administrative Branch, DPD.

STANLEY W. BEGHLI
Colonel USAF
Acting Chief, DPD-DD/p

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